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DD/S-57-1593(2)

REVIEW OF ASSIGNMENTS TO POSITIONS IN GRADES GS 9/12

1. For the purpose of providing an opportunity for broadened experience to all employees in the medium and senior professional grades, as well as to assure optimum utilization of their qualifications, Operating Officials will keep the Office of Personnel continuously and promptly informed of all open positions and all positions about to be vacated within the continental United States in grades GS-9 through 15. The Office of Personnel will examine the requirements of each position, will review the files of all available and qualified Agency personnel (including those of the candidates proposed by the Head of the Career Service concerned), and will provide to the Head of the Career Service a listing of candidates for each position in order of preference. The final selection or the decision to recruit from outside the Agency will be made by the Head of the Career Service concerned, subject only to review in accordance with the procedures established for the Special Placement Committee.

2. With regard to requirements for personnel to fill positions outside the continental United States, the Deputy Directors are encouraged to make use of the above procedures, taking into account the lead time required for training, desk experience, and processing.

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70/557-1593(3)

**FACT: Placement of Personnel Excess to the Needs of Operating Components; The Release of Personnel Excess to Agency Needs**

1. Operating officials will declare available for placement those persons occupying positions which have been or are to be eliminated from their Tables of Organization. Such personnel will enjoy the same standing for retention in the Agency as personnel assigned to T/O positions.

2. The Director of Personnel, in cooperation with the Deputy Directors and the heads of the career services concerned, will effect placement of such persons into open positions; or, failing this, will review the qualifications and employment status of all personnel with whom each individual could reasonably compete. With the advice of the Special Placement Committee, he will make such placements as may thus be called for; and, as a result of this process, he will identify by name personnel in excess to Agency needs.

3. The identification of such personnel will take place only as a result of a competitive review of all persons of similar grade, length of service, and qualifications.

4. The Director of Personnel will inform individuals so identified of their impending release and will review with them the procedures followed in reaching this decision. He will upon application of the individual arrange for an appeal of this decision in accordance with Agency regulations.

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